

**Minutes of Linlithgow and Linlithgow Bridge Community Council Meeting  
Tuesday, 28<sup>th</sup> May 2013 held in the Burgh Halls**

**Present:** Chair – Bruce McCallum (BM), Lyn Aitken (LA), Nick Davis (ND), Debbie Dow (DD), Clive Dyson (CD), Ian Kelly (IK), Fiona Low (FL), David Tait (DT), Ron Smith (RS), Jack Thompson (JT), Mike Vickers (MV), Constable Brian Reid (BR), Councillor Tom Conn (TC), Councillor Martyn Day.

**Apologies:** John Kelly (JK), Councillor Tom Kerr (TK)

**Minutes of Previous Meeting:** Previously circulated - approved as a true record of the meeting of Tuesday 23<sup>rd</sup> April 2013.

**1. Presentation of cheques:** prior to the commencement of the meeting cheques were presented to:

- Linlithgow and Linlithgow Bridge Gala Day Committee -- £500.
- St Michael's Day Care Centre -- £500.
- Linlithgow Dementia Cafe (Linlithgow link) -- £250.
- Linlithgow Bridge Nursery and Springfield Nursery -- £200.

**2. Matters arising:**

	<b>Action</b>	<b>By</b>	<b>Result</b>
1	Planning forum	JK	Ongoing
2	Broadband – meeting to take place	CD	Ongoing
3	Notice of meeting in District Diary of Gazette	JK	For action

**3. Police Report:** BR gave a brief report on the crime statistics which showed a reduction in crime on the previous year. BR also outlined the local policing commitment to the Scottish Junior Cup Final, the Marches and the Gala Day. It was confirmed that the traffic warden had been to Clarendon several times; statistics relating to this will be obtained from West Lothian Council. An e-mail from the Chief Constable of Scotland was read out relating to the recent stabbing incident in London.

**4. Councillor's Report:** TC reported on the pilot food waste collection scheme which has been running for five weeks and collected 23 tonnes from 20,000 houses. The scheme covers approximately 1/5 of the Council area. Linlithgow is above average measured against a target for food waste collection. After the summer a glass collection scheme will be introduced by increasing the current 36 locations to over 230 locations.

**5. Advent Fayre:** the Advent Fayre on 30 November is in an early planning stage, the Burgh Halls have been booked. BM will speak to local groups to engender a good atmosphere on the day. ND agreed to arrange the fire coverage as previous years. The Gala Day Committee will be running a disco, as a fundraiser, in the Burgh Halls after the switch on of the Christmas tree lights.

- 6. Flodden Quincentenary Lecture:** ND reported that with the assistance of DT the leaflet is now produced and will be circulated at a number of events and be included in the June Black Bitch magazine. 5500 leaflets have been withheld for this purpose. The Black Bitch diary page takes its information from Linlithgow.com. CD undertook to ensure that Linlithgow.com is updated to include the event. The costs to date are summarised as:

Hall hire	£159.90 (paid)
Speaker fees	£250.00 (to be paid on the night)
Leaflets	£329.00 (paid)

Total cost excluding box office and AV (to be deducted from ticket sales) is £738.90.

The surplus generated by the event will be donated to a charity/charities. ND will make a recommendation to the Community Council. It was agreed that in the unlikely event of a financial loss, the exposure of the Community Council will be limited to £250, as previously minuted, and ND agreed that in all other eventualities any shortfall will be reimbursed by September 2013.

- 7. Secretary's Report:** JK's brief report was circulated.
- 8. Treasurer's Report:** EC reported a balance of £1551.36. The accounts have been submitted to West Lothian Council and the 2013/14 grant is expected shortly. ND cautioned that no further monies will be received from West Lothian Council until April 2014.
- 9. Chairman's Report:** BM reported:
- the changes to Royal mail deliveries as reported in the Linlithgow Gazette
  - the agenda of the senior People's seminar has been received -- ND will be attending.
  - In response to the invitation from Linlithgow and Linlithgow Bridge Gala Day Committee IK and FL will attend.
  - BM gave details of the arrangements for the Deacon's Night of 15 June between 7pm and 9pm at the Burgh Halls. BM proposed an expenditure for food of £40 this was seconded by FL.
  - The arrangements for the Remembrance Day Parade were discussed. BM proposed ND organise the marshalling of the event, DT seconded. June's meeting to include an agenda item to discuss expenditure on hospitality.
- 10. Topics for discussion at future meetings:** CD led a discussion on the points to be discussed at future meetings. CD previously circulated the points that have been raised at public meetings held by the Community Council and other groups on which Community Council members are represented. For the outcome of this discussion see the note from CD appended to these minutes.
- 11. AOCB:** CD reported that most people had attended the community Council website training sessions; further training sessions will be arranged as necessary.

**12. Close:** there being no other business the meeting closed at 21:10. The next meeting is on Tuesday 25<sup>th</sup> June 2013.

Ian Kelly  
28<sup>th</sup> May 2013  
Acting Minute Secretary.

### **Minute item 10 supplementary note from CD:**

At the Community Council meeting on 26<sup>th</sup> May we discussed how we might proceed to identify and address issues considered important by the Community Council.

Clive Dyson had circulated a briefing document prior to the meeting that proposed an approach to follow. *(I suggest the briefing document is appended to the minutes.)* We worked through the proposed agenda for the session.

### **Review of issues**

The issues listed in the briefing document were quickly reviewed. They were generally accepted, with the **additional issues** listed in bold below being added:

- Health services and health centre provision
- Transport, including high street traffic, bus services and rail services.
- Employment and business, including retail and the industrial estates.
- Tourism, including attractions, events and accommodation.
- Housing and social housing.
- Social and care provision.
- Recreation, sport and community centres.
- Youth facilities, groups **and education.**
- Events, such as the Marches, Advent Fair and Remembrance Day parade.
- Policing and crime reduction.
- Development and planning.
- **Communications between the community and the community council.**
- **Involvement in national initiatives and debates.**
- Funding: What is the best way to attract funds to the town? What existing organisations should be assisted and what, if any, new organisations (such as the Community Development Trust) are needed?

### **Ranking of the issues and agreement on which to support**

Each councillor indicated the two or three issues they considered most important. The following received the most support:

- Development and planning. (6 votes)
- Health services and health centre provision. (5 votes)
- Housing and social housing. (4 votes)
- Youth facilities, youth groups and education. (3 votes)

We agreed that we should focus on these initially. We agreed (I think) to deal with social and care provision along with health services and health centre provision.

Transport, employment and business also received a number of votes and we agreed to work with the BID (and others) to address these. We noted that the Community Development Trust and other sports organisations in Linlithgow are addressing sports facilities.

We agreed that communication between the community and the council is vital and that we should establish a Communications working group.

Finally, we already support a number of events and will formalise this with an Events working group.

### **Membership of the working groups**

We tentatively agreed the following groups and membership:

<b>Group</b>	<b>Members</b>
Development and planning.	John Kelly, David Tait, Ron Smith, Debbie Dow, Mike Vickers
Health and social provision.	Jack Thompson, Lyn Aitken, Clive Dyson
Housing and social housing.	Ron Smith, Bruce McCallum, Ian Kelly
Youth facilities, youth groups and education.	Fiona Lowe
Communications	David Tait, Clive Dyson
Events	Bruce McCallum, John Kelly

The membership of the groups is provisional and some groups will probably require more assistance.

The Development and Planning group will work through and should drive the Planning Forum.

### **Next steps**

Ideally, before the next Community Council meeting, each group should:

- Meet (or exchange emails) to discuss the issue and develop an initial approach.
- Produce a short position statement with tentative actions and a request for assistance if needed. What other groups in Linlithgow can we work with on the issue?
- Agree a chair for the group.

A good question for each group might be:

*“Is Linlithgow getting what it deserves and needs?”*